

WintercityYXE Grant Program

FOLLOW-UP REPORT FORM

Each organization receiving a *WintercityYXE Grant* must submit a *Follow-up Report* upon completion of the project. The *Follow-Up Report* must be submitted within 60 days of the project's end. Organizations who do not submit a *Follow-up Report* will be deemed ineligible for funding from any grant program administered by the City of Saskatoon until such time as a *Follow-up Report* is submitted.

The *Follow-up Report* must include the following:

- A completed *Follow-up Report* form;
- a completed budget; and
- copies of receipts for eligible expenses.

ELIGIBLE EXPENSES

- All expenses for reimbursement must have receipts and occur within the grant period of June 15, 2020 – March 31, 2021.

INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed:

- Alcoholic beverages or cannabis

Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address _____ Phone Number: _____

Amount of Grant Awarded: \$ _____ Project End Date: _____

Number of Participants: _____

1. Please provide a brief description of the project (maximum 150 words):

2. What would you consider to be the most significant successes of this project?

3. BUDGET

Include a final Project Budget: include receipts for eligible expenses (receipts should total the grant amount awarded by the City of Saskatoon).

SIGNATURE

In making this *Follow-up Report*, I the undersigned Project Coordinator hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this *Follow-up Report* and the related attached supporting documents are truthful and accurate and the *Follow-up Report* is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

WARNING

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this *Follow-up Report* for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

I agree on behalf of the Organization that by submitting this *Follow-up Report* I am electronically signing the *Follow-up Report* as follows:

I solemnly declare that the information provided is true and the documents submitted in support of the *Follow-up Report*, if any, are genuine and have not been altered in any way.

Project Coordinator*: _____ Position in Organization: _____

*type in name; it is not necessary to submit actual signature

Phone Number: _____ Date: _____

**Email a completed copy of the *Follow-up Report Form* and copies of receipts to:
grants@saskatoon.ca**

Label the subject line and the completed PDF of the *Follow-up Report Form*:

Winter Report *year of grant* – *your organization name*

e.g. Winter Report 2020 – Saskatoon Community Organization